

**JACKSON COUNTY (MISSOURI) HISTORICAL SOCIETY  
BYLAWS  
APPROVED MAY 1, 2021**

**ARTICLE I NAME AND LOCATION**

The name of this corporation shall be The Jackson County Historical Society, hereinafter referred to as the Society. The general office of the Society shall be located in Independence, Jackson County, Missouri or at such place may be designated by the Board of Directors.

**ARTICLE II PURPOSE & MISSION**

The Jackson County Historical Society is a 501c3 nonprofit institution operated for the education, enlightenment, and enjoyment of the general public. The Jackson County (Missouri) Historical Society is a not-for-profit organization dedicated to preserving the written, oral, and physical legacy that reflects the diversity of this county. We do this by maintaining physical collections and promoting the study, appreciation, and interpretation of local and regional history. The Society is open to all, regardless of race, ethnicity, national origin, age, gender, socio-economic background, religion, sexual orientation, disability, and geographic diversity.

**ARTICLE III MEMBERS**

**Section 1. Qualification**

- Any person, corporation, institution, or nonprofit organization interested in the history of Jackson County, Missouri, and related areas shall be eligible for membership upon payment of annual dues.

**Section 2. Dues**

- Membership dues shall be determined by the Board. The schedule of dues shall be reviewed annually by the Board and changed as necessary. All levels of membership dues shall be deposited into the operating funds except life membership dues, which shall be deposited into the endowment fund.
- Dues and fees shall be due and payable annually and shall be delinquent if not paid within 30 days after the anniversary date. Nonpayment of dues shall result in forfeiture of membership. At the time of renewal, notices of dues shall be sent by the Executive Director, to their last known address.

**Section 3. Voting and Privileges**

- Each individual member shall be eligible to vote in elections at membership meetings and shall be entitled to one vote. Corporation, institution and organization members shall not be eligible to vote.
- Each member shall receive a subscription to the Jackson County Historical Society E-Journal.

- Each member shall receive a discount determined by the Board to online ordering and bookstore purchases.
- Each member shall receive such other privileges as determined by the Board.
- Each individual member shall be eligible for election to the Board. Corporation, institution and organization members shall not be eligible.

#### Section 4. Life Membership

- Life members shall be those members who shall contribute to the Society an amount determined by the Board. Life members shall not be obligated to pay annual dues and shall retain membership for life with all rights and privileges of membership.

### ARTICLE IV SOCIETY MEETINGS

#### Section 1. Annual Meeting

- The annual meeting of the members of the Society shall be held at a time and place designated by resolution of the board of directors in the month of January.
- Notice of the time and place of the meeting shall be mailed to each member at least (2) weeks prior to the date of the meeting for the purpose of electing officers and directors, and for any other business that may arise.
- In special cases, the Annual Meeting may be postponed due to circumstances uncontrolled by the Board due to national or state of emergency. General membership may vote on the election of new Directors and Officers by a two-thirds vote of the general membership who cast votes either electronically or by posted mail within thirty (30) days of notice by electronic mail or posted mail to allow the transfer of power to the new Board of Directors by February 1st.

#### Section 2. Agenda

- The order of business at the Annual Meeting shall be as follows:
  1. Reading of the minutes of the proceedings of the previous meeting, and action thereon, and unfinished business.
  2. Presentations of letters and other communications, and action thereon.
  3. Reports of officers, and action thereon.
  4. Reports of committees, and action thereon: (a) executive; (b) standing; (c) special.
  5. Election of Directors and Officers.
  6. Miscellaneous business.

#### Section 3. Special Meetings

- Special meetings of the Society shall be called by the President, or five (5) members of the Board of Directors, or upon a written request of fifteen (15) members of the Society. Written notice of the time and place of the meeting shall be sent to each member at least two (2) week prior to the date set. Notice of meeting shall state the purpose and business shall be limited to the stated purpose.

#### Section 4. Quorum

- The quorum for any membership meeting of the Society shall be fifty (50) individual members.

ARTICLE V BOARD OF DIRECTORS  
(Hereinafter referred to as the Board)

Section 1. Composition

- The Board shall be composed of the elected officers and directors. Board Directors shall be current members of the Society by the time they take their seats.
- Past presidents of the Board, shall be non-voting, ex-officio members of the Board and may attend meetings at any time. They may be permitted to chair a committee with Board members approval.

Section 2. Duties

- The purpose of the Board shall be to support and promote the activities of JCHS. This purpose shall be served in, but not necessarily limited to the following ways:
  - A. To advocate for and promote JCHS initiatives.
  - B. To provide financial support for the Society.
  - C. Increase membership for the Society.
  - D. To provide educational programming to the public related to Jackson County history through employment and support of JCHS staff.
  - E. Establish policies for an Executive Director to implement.
- The powers of the Board shall be to:
  - A. The creation and implementation of policies for the development, operation, and maintenance of programs and facilities.
  - B. The authority of hiring and termination of employment of the Executive Director by 2/3rds vote of present board members by the recommendation of the Executive Committee.
  - C. Decide questions of policy that for any reason cannot be acted upon at a meeting of the Society.
  - D. Fill vacancies in any Officer or Director position until the next annual meeting with the exception of the office of President and Treasurer.
  - E. Prior to August 1, elect a Nominating Committee.
  - F. Engage services of a certified public accountant to conduct the annual audit of the books and accounts of the Treasurer of the Society.
  - G. Adopt a budget for approval by the Board by the last board meeting of the year.
  - H. Adopt budget changes as needed throughout the year. Line item budget amendments may be approved by the Board.
  - I. Adopt standing rules to govern the operation of the Society.
  - J. Ratify emergency expenditures approved by a unanimous vote of the Executive Committee.

- K. Be responsible for the general management of the endowment funds of the Society.
- L. Perform such other duties as designated in the bylaws or otherwise assigned to it by the membership.

### Section 3. Regular Meetings

- Regular meetings of the Board shall be held at a place determined by the President. Board meetings, except for executive sessions, shall be open to all members of the Society.
- Meetings of the Board shall be held no less than six (6) times each calendar year.
- Meetings shall be scheduled for the last Thursday of the month at 5:30PM unless notice given at board meeting prior to the scheduled date.

### Section 4. Special Meetings

- Special meetings of the Board may be called by the President or upon a written request of five (5) members of the board to the Secretary. Notice shall be provided at least five (5) days prior to the specially called meeting. Notice of the meeting shall state the purpose and business shall be limited to the stated purpose.

### Section 5. Quorum

- The quorum for regular and special meetings shall be one-third of the members constituting the Board.

### Section 6. Vacancies

- Failure of a Director or Officer to attend three (3) consecutive meetings of the board shall constitute a resignation by the Director or Officer unless one or more absences are excused by the Board by a majority vote. Attendance shall be taken and presented by the Secretary during Secretary's minutes during Board meetings.
- Resignations (voluntary or by excessive absence) by an Officer or Director shall create a vacancy. Any vacancy in an Officer or Directorship with the exception of the offices of President and Treasurer shall be filled by a majority vote of the Board until the next annual meeting of the Society.

### Section 7. Dismissal

- An Officer or Director may be removed, with or without cause, by a two-thirds (2/3) vote of those Board members present at a Board meeting. Motion may be called by any Officer or Director.
- A Board member may also be removed by a majority vote of the individual members at a membership meeting.

### Section 8. Indemnification

- The Society shall indemnify a Director, Officer, employee or agent who was wholly successful, on the merits or otherwise, in the defense of any proceeding to which the Director was a party because they are or was a Director of the corporation against

reasonable expenses actually incurred by the Director in connection with the proceeding. The Society may also indemnify other persons as permitted by the Missouri Nonprofit Corporation Act. The definitions in Section 355.461 RSMO, as that section may from time to time be amended, are incorporated by reference herein.

## ARTICLE VI OFFICERS AND DIRECTORS

### Section 1. Officers

- The Officers shall be a President, President-elect, Vice Presidents as determined by the Board, Secretary, and Treasurer who shall be elected at alternating annual membership meetings for a term of two years, or until their successors are elected. Majority vote shall elect.
- No member shall hold more than one office at a time and no Officer shall be eligible for more than two consecutive terms in the same office. The President-elect, Secretary, and Treasurer shall be elected for terms to commence in the uneven (or odd) numbered years. The vice-presidents shall be elected for terms to commence in the even numbered years.

### Section 2. Election and Term

- Directors shall be elected at the Annual Membership Meeting by a majority of votes cast by the individual members present. The Nominating Committee shall present a slate of recommended nominees. Further nominations may be made from the floor with the consent of the nominee.
- Elected Directors shall take their seats at the following board meeting.
- Directors shall be elected for a three-year term, and are eligible to be elected to one additional, consecutive, three-year term, after which the Director must leave the Board for at least one year before being reconsidered for election to the Board as a Director.
- The term of office of one-third (1/3) of the Directors shall expire at the end of the year.

### Section 3. Board Composition

- There shall be fifteen (15) directors total with five (5) of those directors being elected at each annual meeting for a term of three years, or until their successors are elected. Plurality vote shall elect. No director shall serve more than two (2) three (3) year consecutive terms as a Director.

### Section 3. Eligibility

Only members in good standing with annual dues paid are eligible to serve as an Officer or Director. Neither corporate, institution, or non-profit organization members, nor their representatives, shall be eligible to serve as Officers or Directors, except individuals holding individual membership.

## ARTICLE VII NOMINATIONS AND ELECTIONS

### Section 1. Formation of Committee

- Prior to August 1 of each year the Board shall elect a Nominating Committee of five members of the Society, two (2) of whom shall be Directors and three (3) of who shall be from the general membership.
- The President shall appoint one member of the Board to serve as Chair of the Nominating Committee. The Chair will select one Director to join the committee. A list of active general membership shall be sent to the Directors for committee appointment recommendations one month prior to the July Board meeting. Membership can be notified of Nominating Committee openings in July.

#### Section 2. Duties

- It shall be the duty of the Nominating Committee to nominate candidates for the Officers and Directors whose terms are open for election.
- Names of Officer and Director nominees, along with ex-officio nominees as approved by the Board, shall be mailed to the membership with the notice of the annual meeting at least two weeks prior to the meeting date.
- Nominees must be in good standing with membership dues to be considered. It is up to the Nominating Committee to fully educate the potential nominees of their obligations to the Board.

#### Section 3. Additional Nominations

- Additional nominations may be made from the floor at the annual meeting provided the nominee has given consent to be nominated. If there is only one nominee for an office the election may be made by voice.

### ARTICLE IIX EXECUTIVE COMMITTEE

#### Section 1. Composition

- The Executive Committee shall be composed of the elected officers of the Society. The Executive Director shall be a non-voting, ex-officio member of the Executive Committee. They shall not be entitled to vote and may be excluded from an Executive Session upon request of the Executive Committee.

#### Section 2. Term

- All members of the Executive Committee shall serve for a term of two (2) years. Officers may not repeat a term.

#### Section 3. Duties.

The Executive Committee shall:

- A. Be responsible for the conduct of business of the Society between regular meetings of the Board.
- B. Recommend to the Board the employment or termination of an Executive Director.
- C. Recommend to the Board emergency expenditures approved by the Executive Committee by a unanimous vote, to be ratified at the next meeting of the board.

- D. Share reports of the Executive Committee's actions to the Board at the next scheduled meeting. The actions of the Committee shall be subject to the direction and control of the Board.
- E. All Officers shall serve on the Executive Committee.
- F. Should the presiding officer of the Board be subject to a removal action by the Board or by the membership, the next officer in line shall preside during the removal action.

#### Section 5. Roles

- The President shall preside at all Board meetings and the annual membership meeting; create the regular meeting agenda in collaboration with the Executive Director, shall serve as ex-officio member of all committees, except the Nominating Committee; shall act as a spokesperson for the Society; and shall perform such other duties as are assigned by the Board or are prescribed elsewhere in these bylaws.
- The President Elect shall assume the duties of the President in the event of the absence, incapacity or resignation of the President. They shall perform such other duties as may be assigned by the President.
- The Treasurer shall be responsible for monitoring the control, receipt and custody of all assets of the Society; monitoring disbursements as authorized by the Board; reporting receipt, use and disbursements of all assets of the Society. The Treasurer shall exercise the powers and perform such other duties usually incident to the office of Treasurer, and shall exercise such other powers and perform such other duties as may be assigned by the President or the Board.
- The Secretary shall be responsible for seeing that minutes of Board meetings are kept and reported. The Secretary will keep attendance and list of Directors and Officers term limits. The Secretary shall perform other duties usually incident to the office of Secretary, and shall exercise such other powers and perform such other duties as may be assigned by the President of the Board.

### ARTICLE IX COMMITTEES/TASK GROUPS

#### Section 1. Establishment of Committees/Task Groups

The President shall establish standing committees, special committees, and/or task groups as it deems necessary. The President, with board approval, will charge the committees with actions they are to perform.

- An individual Director or Officer shall not chair more than two Standing Committees.
- Standing committees will constitute the Executive Committee, Finance Committee, Nominating Committee, Education Committee, Archives/Collections Committee, Membership Committee, Building and Grounds Committee, Publications Committee, Events Committee, and Fundraising Committee.

#### Section 2. Chairs of Committees/Task Groups

- The President shall select chairs of such committees and task groups, with the Board's approval annually or when necessary.
- Chairpersons shall select their committee and task group members, with the exception of the Finance and Nominating Committee,

- The Chairs of each standing committee shall appoint members of the committee on an annual basis.

#### Section 3. Members of Committees

- All committee members shall be current Directors, current Officers, ex-facto Presidents, former board members who are current on membership with approval of the Board, and staff members serving in ex-facto roles. They must be in good standing with the Society.

#### Section 4. Minutes

Minutes of committee meetings must be submitted to the Executive Committee for the regular board meeting agenda.

### ARTICLE XI FINANCES

#### Section 1. Finance Committee

- The Finance Committee shall be composed of the Treasurer, serving as chairperson and other members designated by the Board.
- The Finance Committee shall prepare an annual budget by November for approval at the December meeting.
- The Finance Committee shall make arrangements for a smooth transition of all accounts and financial needs of the Society to a new Board beginning in December for handover by February 1st of the following year when a term limit expires.

#### Section 2. Duties

- A. Prepare the Society's annual budget that shall be approved by a majority vote of the Board.
- B. Monitor all expenditures. Any in excess of the aggregate approved budget shall require approval of a majority of the Board.
- C. Make recommendations to the Board on investment management.
- D. Review the annual audit prior to presentation to the Board.

#### Section 3. Audit

- The books and accounts of the Society shall be kept in accordance with generally accepted accounting principles and shall be audited annually by a certified public accountant at the end of the year. A copy of the audited financial report shall be made available to members of the Society.

### ARTICLE XII ENDOWMENT FUNDS

#### Section 1.

A separate fund, designated and known as the "Endowment Fund of The Jackson County Historical Society," shall be maintained by the Treasurer of the Society, and shall consist of such securities, real property and other assets as the board shall determine from time to time.



#### Section 2.

The Board is authorized and empowered to receive, whether by bequest, life membership or voluntary contribution, case or other income producing property which is or may be designated as a contribution to the Endowment Funds of the Society. Any such contribution shall be managed, invested, and reinvested in accordance with the conditions imposed by the donor.

#### Section 3.

Except to the extent any income is restricted by virtue of a condition of the original gift, income derived from the investments of the endowment, funds may be expended in accordance with guidelines found in Article XII, Section 2 of these bylaws. To the extent deemed necessary, undistributed income of the Endowment Funds for the immediately preceding three (3) years may be expended during any given year. After the passage of three (3) years, undistributed income shall be treated as principal of the fund.

#### Section 4.

The Board shall determine from time to time the amount necessary to maintain and preserve the properties of the Society and shall authorize the Treasurer to disburse from the endowment funds so much of the income thereof directly in payment of such expenses. The income of the funds may be used for the payment of salaries of staff personnel or ordinary operating expenses of the Society and the salaries and other expenses of custodians, librarian, care takers and other persons directly responsible for the maintenance, preservation or exhibition of the property of the Society.

#### Section 5.

The board may delegate responsibility for the investment management of the endowment funds to a corporate fiduciary. No member of the board or its designee shall be liable for any loss or diminution in value of the assets of the endowment funds except for malfeasance, fraud or misappropriation of funds. Any corporate fiduciary managing the assets of the fund may be paid a reasonable fee from the income of the funds.

### ARTICLE XIII MUSEUM ADMINISTRATION

#### Section 1. Executive Director

- The Executive Director shall serve as the chief administrative officer of the Society and shall, in general, supervise and manage the business of the Society and shall be in charge of employment and discharge of employees with the Society's approval. The Executive Director shall report to the President and provide supervisory updates of the staff to the Society.
- The Executive Director shall also perform the duties customarily assigned to the Secretary of an organization, if absent at board/special meetings.
- They also shall countersign all deeds, leases, conveyances, contracts, and other legal documents executed by the Society, and affix the seal of the Society thereto and to such other papers as shall be required or directed to be sealed.

- Keep a record of the proceedings of the Society and of the Executive Committee; safely and systematically keep all papers, records, and documents belonging to the Society, or in anywise pertaining to the business thereof, except such as may be committed to the care of other officers.
- Conduct the correspondence of the Society; and generally, so far as required, always subject to the direction of the Executive Committee, administer the several activities of the Society.
- The Executive Director shall, from time to time, at intervals no less frequently than monthly, transmit to the Treasurer all monies which shall be received by the Executive Director from gifts, sales of duplicates, membership fees, or from any other source and shall file for reference all receipts and submit a monthly report of the financial activities of the Society to the Executive Committee.
- The Executive Director shall have the responsibility for collection of dues and shall maintain the membership records for the Society. The Executive Director shall also have the responsibility for terminating membership for those persons who have failed to pay their annual dues.

See Appendix for further job details.

Section 2. Archivist/Education Director

See Appendix

Section 3. Digital Archivist Technician

See Appendix

#### ARTICLE IX DISSOLUTION

In the event of the dissolution of the Society all of its assets shall be distributed as provided in the Society's Articles of Incorporation.

#### ARTICLE X PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Society may adopt.

#### ARTICLE XI AMENDMENT OF BYLAWS

These bylaws may be amended at any annual or special meeting of the Society by a two-thirds vote, provided that the amendment has been submitted in writing to the membership at least ten (10) days and not more than thirty (30) days before the meeting. In special cases, the bylaws may be amended by a two-thirds vote of the general membership who cast votes either electronically or by posted mail within thirty (30) days of notice by electronic mail or posted mail.

## **APPENDIX**

### **STAFF JOB DESCRIPTIONS**

#### Executive Director

The Executive Director is responsible for the general day-to-day management and operation of the Jackson County Historical Society to meet its mission, goals and objectives as established by the Board. (40 hours weekly x 52 weeks)

#### Reporting Details

The Executive Director reports to the President of the Board, works closely with the board committees, manages one full-time Archivist/Education Director, one full-time digital archivist technician, and a small number of volunteers. This is a full-time, self-administered position of 40 hours per week that requires flexible scheduling to allow for occasional special events and meetings on nights and weekends. Attendance at monthly Board of Directors meetings is required.

#### Major Functions and Accountabilities:

Properties – Responsible for the maintenance of the 1859 Jail, Marshall's Home and Museum. Works closely with the Board of Directors to identify and implement maintenance and oversee capital projects.

Finances – In consultation with Board Treasurer and Board committees, develops, and prudently manages the annual JCHS budget according to current laws and regulations.

Community and Public Relations – Serves as the face and voice of JCHS and consistently represents the organization, its mission, programs, and services through a strong, positive image to the community and relevant stakeholders. Administers the JCHS social media accounts on a regular basis, prepares all press releases for public programs/exhibits and assures timely and accurate information regarding such is made available on the JCHS website. Actively pursues opportunities to raise the community's awareness of and to promote JCHS, such as becoming a member of Rotary, Chamber of Commerce, Independence Square Association, etc.

Marketing - Creates engaging content to help promote the JCHS brand through social media, press releases, and advertisements. Content should also encourage new membership and corporate sponsorship engagement. Consults with the Independence Tourism Department, VisitKC, and other appropriate avenues to promote JCHS and the 1859 Jail, Marshal's Home and Museum.

Development – Establishes a fundraising plan based on Board of Directors priorities and oversees its planning and implementation including researching funding sources. Actively contacts and promotes JCHS to corporate and foundation sponsors on a regular basis. Assists with grant preparation and follow up on a regular basis. Oversees membership drives, renewals, and membership programs with assistance from Membership committee; identifies major gift prospects, cultivating and consistently stewarding these individuals or corporations to keep them engaged in JCHS. Works closely with the Fundraising Committee chair to organize and implement fundraising events including, but not limited to the Annual Dinner, Live Action Oregon Trail, and other key events.

Public Programs – In conjunction with the education committee, plans and implements School and Adult Education programs including, but not limited to, annual student visits, lectures, book events, trivia nights, etc. Creates engaging public programming either virtually or in person on a regular basis.

Preservation – Maintains productive and positive relations with the state and local Historic Landmarks Commission, Historic District Commission, and individuals involved in local historic districts. Advocates for and identifies historic preservation issues affecting Jackson County and JCHS. Oversees any preservation volunteer opportunities to bring awareness to projects available.

Office Management – Directly supervises staff performances, maintains Board communications, office records and policies; uses and oversees use of JCHS collection management database (PastPerfect/HistoryIT) by staff and volunteers; arranges regular software updates, equipment purchase/repair, supplies; manages schedule and use of properties and archival library material by visitors; orders and prepares mailings; and assists with special events, et cetera.

Orders -- Directly responsible for bookstore purchases online and in-house. Maintains inventory and procures new exciting books and items for sale relating to Jackson County history.

Research Requests -- Fulfill orders for archives holdings from HistoryIT database when needed.

Society Management -- Maintain insurance policies and workman's compensation. Processes payroll and quarterly IRS tax filings. Provides receipts or invoices to the Treasurer for timely payment and record keeping.

Technology -- Maintains website, database and software licenses, and engages with staff on Information Technology issues. Together, they shall determine computer, software, harddrive, or storage needs and bring recommendations to the Board concerning purchases of equipment and software. Manages StreetCar tour app with the Kansas City Streetcar Authority and engages with other opportunities to promote collections through other digital means and partnerships.

Membership - Record membership dues and annual appeal donations in database. Assist with membership and annual appeal mailings and other fundraisers. Outreach to potential donors and establish relationships within the community. Create and mail thank-you letters to all donors. Maintains website, sends E-Journal mailings to membership and mailing list. Provide monthly updates to the membership. Maintain donor and member information in database; maintain master mailing list for print and e-communications. Follows up with making sure all membership benefits are received.

Visitor Services: Maintain bookstore inventory in History Center and 1859 Jail, update online bookstore offerings. Unlock and lock doors for the 1859 Jail, Marshall's Home and Museum. Check supplies in the bathroom at 1859 Jail. Coordinate volunteers at 1859 Jail.

Rentals/Events - Oversees the supervision of rentals and events at the 1859 Jail and Marshal's Home. Oversees and manages all events produced by JCHS. Help schedule and administer JCHS programs and events. Aid committee chairs with events and programs; assist in the set-up/clean up of lectures, programs and special events.

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## Archivist and Education Director

The Archivist and Education Director, working in collaboration with the Executive Director is responsible for the general day-to-day management and operation of the archives and collections as well as formulating engaging education programs and exhibits of the Jackson County Historical Society to meet its mission, goals, and objectives as established by the Board of Directors. (40 hours weekly x 52 weeks)

### Reporting Details

The Archivist and Education Director reports to the Executive Director. The Archivist serves as an ex-facto member of the Archives/Collections Committee and Education Committee. This is a full-time, self-administered position of 40 hours per week in office that requires flexible scheduling to allow for occasional special events and meetings on nights and weekends. Attendance at monthly Board meetings is requested.

### Major Functions and Accountabilities:

**Collections** – Responsible for archival and curatorial management activities including PastPerfect and HistoryIT, working closely with volunteers. Maintains acquisitions, de-accessions, object care, record-keeping, inventory, storage and conservation. Retrieve collections information from PastPerfect when requested from board, staff, members and public.

**Exhibits** -- Researches, plans and implements temporary exhibits. Maintains permanent exhibits in the 1859 Jail and Marshal's Home and History Center at the Truman Courthouse. Creates digital and traveling exhibits. Coordinates traveling exhibits.

**Education** -- Creates lesson plans, assists in the development of educational programs, leads 1st Grade Tours with organizing, implementing, and management of supplies, materials, and staffing needs. Engages with local school districts for field trip opportunities. Creates all ages programming.

**Properties** - Assist with tours, open houses, and rentals of the 1859 Jail and Marshal's Home. Provide docent if needed. Oversee the cleaning service for a semi-annual cleaning of the 1859 Jail and Marshall's Home, following the curatorial policy instructions. Receive and report maintenance and repair concerns to the Executive Director.

**Finances** – Manage accounts payables and receivables; deposit funds into appropriate Square accounts. Provides detailed incomes and expenditures to the Executive Director. Assists Executive Director in creation of annual budget.

**Public Programs** – Help schedule and administer JCHS programs and events. Aid committee chairs with events and programs; assist in the set-up/clean up of lectures, programs and special events

**Technology** - Maintain paper and ink needs for printers. Communicate with the Executive Director about technology issues. Maintain Cloud and external harddrive backup of all computer files. Maintain PastPerfect and HistoryIT databases.

Office Management – Inform Board of monthly updates; answer phones, respond to emails, and greet and assist visitors and researchers; purchase archival and curatorial supplies.

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#### Digital Archivist Technician (Currently called Wilborn Collection Lead)

Digital Archivist Technician, working in collaboration with the Executive Director and Archivist, is responsible for the general day-to-day management and operation of the preservation, scanning and metadata entry for the digitization of collections and management of metadata of the HistoryIT database of the Jackson County Historical Society to meet its mission, goals, and objectives as established by the Executive Director. (40 hours weekly x 52 weeks)

#### Reporting Details

The Digital Archivist Technician reports to the Executive Director. The Digital Archivist Technician meets the goals and objectives set forth by the Executive Director in consulting with the Archivist. This is a full-time, self-administered position of 40 hours per week in office.

#### Major Functions and Accountabilities:

Preservation – Responsible for archival management activities of the Wilborn Collection and other collections as assigned. Including but not limited to labeling boxes and folders, sorting the negatives/photographs in each folder, housing the negatives in glassine envelopes, housing photographs in sleeves, writing object IDs on each individual envelope, returning the folders to their respective boxes.

Metadata -- Management of PastPerfect and HistoryIT. Research image metadata for PastPerfect and HistoryIT descriptions. Enter metadata into PastPerfect and HistoryIT.

Scanning -- Scans images at 800dpi in the form of TIFF files and 72dpi JPEG files to Cloud storage and external harddrives.

Research Requests -- May be required to fill research requests and HistoryIT orders when deemed necessary. Retrieve collections information from PastPerfect/HistoryIT when requested from board, staff, members and public.